



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Drivers Examination Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Driver Information Report - SHP 232

CUTOFF:EOCY

DESCRIPTION: This form is used to send the results of driver's tests to the Department of Revenue.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21461

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Financial Records

CUTOFF:EOSFY

DESCRIPTION: All fiscal documents are maintained in the Budget and Procurement Division. Invoices are processed and a copy remains in the Division.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21460

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Record of Service of Legal Process - SHP-80

CUTOFF:EOCY

DESCRIPTION: Form used when a trooper comes in contact with a person who has a suspended/revoked or altered driver license. The license is attached to this form and sent to the Department of Revenue.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21462

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Drivers Examination Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Troop Summary Reports

CUTOFF: EOCY

DESCRIPTION: Reports list the number of written and skills driving tests given on a monthly and yearly basis.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21463

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007